

## POLICY DESCRIPTION FORM

Department/Group: PA/PG/Conservator/Coroner / L & J Budget Code: AAA PAC  
 Title: Computerized Inventory System for Decedent and Estate Assets

PRIORITY: Rank 2 of 7 FUNDING: Full Year ☒ Other ☐ \_\_\_\_\_ Months

ITEM STATUS: Restoration ☐ Program Change ☒ Workload ☐

OPERATIONAL AND/OR FISCAL IMPACT: Clearly explain the impact on services (attach additional pages if required)

The Coroner, Public Administrator, and Public Guardian take possession of personal property belonging to clients under the jurisdiction of these three departments. A computerized inventory system is requested to track all personal property assets, and bar coding will be used for their individual and unique identity. A central database will be used to store data obtained in six (6) different physical locations. A detailed report is available upon request. Recent Grand Jury findings have consistently recommended the acquisition of this computerized inventory tracking system, and we certainly support their findings. Approval of this policy item will provide the desired level of fiduciary asset accountability, and minimize risk/liability to the county.

		<u>2003-04</u>	<u>Ongoing 2004-05</u>
<b>APPROPRIATIONS</b>			
Salaries & Benefits (attach additional page if required)		\$ 43,492	\$ 44,797
<b>CLASSIFICATIONS</b>			
<u>Budgeted Staff</u>	<u>Title</u>	<u>Amount</u>	
1.0	Clerk III	43,492	
_____	_____	_____	
_____	_____	_____	
Services & Supplies		16,295	16,295
Other (specify) <u>one-time expenses for start-up</u>		69,638	
Equipment		_____	_____
<b>FIXED ASSETS</b>			
<u>Item</u>		<u>Amount</u>	
_____		_____	
_____		_____	
_____		_____	
Reimbursements (specify) _____		_____	_____
Total:		\$ 129,425	\$ 61,092
<b>REVENUE (specify source)</b>			
_____		_____	_____
_____		_____	_____
_____		_____	_____
Total:		\$ 0	\$ 0
<b>LOCAL COST</b>		\$ 129,425	\$ 61,092